Vendors must have an active, approved master contract under the SITE program and be approved in the category or categories listed in the RFO document in order to respond to and RFO. Vendor is responsible for reading all addenda associated with the RFO.

IT Professional Technical Services
SITE Program
T#:14ATM

Request for Offers (RFO)
For Technology Services

Issued By
MN.IT @ DHS

Project Title: MNsure Quality Assurance Automation Programmer/Developer

Category: Developer/Programmer

Business Need

MN.IT@DHS is issuing this Request for Offers (RFO) to secure a Quality Assurance Automation Programmer/Developer resource with strong experience automating testing in large and complex systems development projects. This Quality Assurance Automation Programmer/Developer is needed to bring several active, high visibility projects to successful completion, and to enable the MNsure technical solution to be deployed and fully operational.

The Quality Assurance Automation Programmer/Developer will be responsible for performing all automation development activities for the MNsure IT portfolio of projects. These will include several cross-agency projects with key collaborators from MNsure, MN.IT@DHS and the Department of Human Services (DHS).

The successful responder will be expected to develop and execute automation strategies, plans and scripts for all phases of testing, communicate effectively, both verbally and written, with all resources involved in a project, and report defects in a timely and accurate fashion while managing multiple priorities and fostering an environment of team building and coordination.

The Quality Assurance Automation Programmer/Developer will also mentor MN.IT Quality Assurance and Business Analyst resources in Quality Assurance Best Practices and promote the MN.IT@DHS Quality Assurance processes.

It is the on-going commitment of MN.IT to provide technology solutions that are reliable and flexible enough to meet fluctuating customer demand and increasing expectation of 7x24x365 system availability, all while decreasing on-going support expenses.

Project Deliverables

For each project, the Quality Assurance Automation Programmer/Developer will be working with the project teams and will be expected to:

- Develop Automated Test Scripts;
- Execute Automated Test Scripts;
- Create and maintain Test Automation Strategy;
- Create and maintain Test Automation Plan;
- Create and maintain Test Cases;
- Conduct automation documentation; and
- Test Closure Document.

For each assigned project, the Quality Assurance Automation Programmer/Developer will be expected to perform the following according to the individual project schedule :

- Work with the Quality Assurance (QA) Supervisor or QA Lead to create and maintain the Test Automation Strategy.
- Work with the QA Supervisor or QA Lead to create and maintain the Test Automation Plan.
- Assist the Performance Engineer in determining business flows to be scripted and utilized in Performance/Load testing.
- Create and maintain Automated Test Scripts.
- Execute Automated Test Scripts.
- Document all defects in the defect tracking tool in an accurate and timely manner.
- Escalate all challenges to the appropriate resource(s) in a timely manner.
- Communicate effectively both verbally and written.
- Attend Defect Review meetings.
- Escalate any challenges to the appropriate resources in a timely manner.
- Assist in managing the overall scope of the testing effort.
- Complete required automated testing documentation in an accurate and timely manner.
- Receive appropriate approval and sign off for all automated testing documentation.
- Execute all automated test cases according to the Test Plan.
- Transfer knowledge to MN.IT@DHS staff.

Estimated Project Milestones and Schedule

- MNsure project has already begun
- Automation will not have its own project schedule. Deliverables, milestones and schedules will be set by the individual projects that require automation scripting.
- Projected Work Order Start Date: April 15, 2016
- Projected Work Order End Date: April 14, 2017

Project Environment

The Quality Assurance Automation Developer/Programmer will need to collaborate with a variety of individuals both on the project team and individuals outside the project team that may have a vested interest and can offer information pertaining to the project including:

- Project Director;
- Project Manager;
- Business Analyst;
- Developers;
- Database Administrators;
- Information Technology Group;
- System Architects;
- All members of the QA staff (Managers, Supervisors, Leads, other QA Analyst);
- MNsure Business staff;
- DHS Business staff;
- MN.IT employees;
- External vendors;
- Stakeholder community including the counties and health care provider organizations; and
- Other agency team members

Project Requirements

- All work will be done at MN.IT@DHS offices in St. Paul, MN unless otherwise arranged.
- Work must comply with the Statewide Enterprise Architecture.
- Work must comply with the State's Enterprise Security Policy and Standards.
- Work must comply with Statewide Project Management Methodology.
- Work must comply with applicable industry and agency standards.
- Responder must be able to work independently, with little or no supervision.
- Responder must be able to drive to resolution in situations with high ambiguity and confusion.
- Quality Assurance Automation Programmer/Developer will report to the Quality Assurance Lead/Supervisor.

Responsibilities Expected of the Selected Responder

Successful responders will be expected to:

- Provide architectural recommendations on test automation strategies using industry best practices for automation.
- Develop automated tests using Rational Functional Tester and Visual Studio.
- Provide continuous improvement recommendations for automation of test development. Executions and results analysis.
- Develop strategies to produce traceability of requirements during automated test execution.
- Analyze current regression tests and convert to automated tests.
- Provide analysis of ancillary systems and develop automation solutions to meet the needs of business processes.

- Document technical aspects of automation solutions.
- Mentor others in the use of technology as it pertains to automation.
- Provide documentation on the use of tools and test suites used in automation.
- Develop metrics that track automation execution and ROI of automation efforts.

Mandatory Qualifications (To be initially scored as pass/fail. Thereafter, proposals where the resource meets the Mandatory Qualifications will be scored in part on the extent to which the resource exceeds these mandatory minimums. See RFO Evaluation Process, below.)

At a minimum, the proposed resource must meet the following mandatory qualifications. Responders that cannot demonstrate that these mandatory qualifications are met will not be considered under this RFO.

- 10 years of experience in Quality Assurance roles.
- 5 years of experience developing and scripting test automation.
- 3 years of programming experience in one or more of the following common languages - JAVA, C#, C++.
- 2 years of experience in writing Structure Query Language (SQL) queries.
- Five engagements lasting a minimum of three months performing a test automation engineer role.

Desired Skills

In addition to the Mandatory Qualifications, the proposed resource will be evaluated on the following Desired Skills. Responder should demonstrate in its proposal the length, depth, and applicability of the proposed resource's prior experience in the desired skills below.

- 1 year experience using Rational Functional Tester
- 2 years of experience programming in Java or other OOL using Eclipse as the IDE
- 1 year experience using Rational Solution for Collaborative Development (Rational CLM) or similar requirements and test case management tools
- 2 years experience using Visual Studio and C#
- Proven experience working directly with Project Managers, Business Analysts, Developers, Database Administrators in an Information Technology environment
- Experience implementing QA best practices
- Experience using continuous integration tools such as Jenkins and Git
- Experience developing test automation at the application services layer to include API testing

Process Schedule

Deadline for Questions:	3/17/2016, 4:30 p.m. CT
Anticipated Posted Response to Questions:	3/21/2016
Proposals due:	3/24/2016, 4:30 p.m. CT
Anticipated proposal evaluation begins:	3/25/2016
Anticipated proposal evaluation & decision:	4/1/2016

Questions

Any questions regarding this Request for Offers must be submitted via e-mail according to the date and time listed in the Process Schedule to:

<div align="center">

Dixie Neilson, QA Supervisor
MN.IT@DHS
Dixie.Neilson@state.mn.us

Robin Wegener, Contract Manager
MN.IT Central
Robin.Wegener@state.mn.us

(Please send to both e-mail addresses.)

</div>

Questions and answers will be posted via an addendum to the RFO on the Office of MN.IT Services website (http://mn.gov/buyit/14atm/rfo/active.htm) according to the process schedule above.

Other persons ARE NOT authorized to discuss this RFO or its requirements with anyone throughout the selection process and responders should not rely on information obtained from non-authorized individuals. If it is discovered a Responder contacted State staff other than the individual above, the responder's proposal may be removed from further consideration.

RFO Evaluation Process

The Responders' proposed resource will be evaluated on the following two components:

- Qualifications, including the extent to which Desired Skills are met and the extent to which Mandatory Qualifications are exceeded (70%)
- Cost (30%)

The State reserves the right to interview any or all proposed resources. In the event interviews are conducted, Qualifications scores may be adjusted based on additional information derived during the interview process.

The State also reserves the right to contact proposed resources' references and to adjust Qualifications scores based on additional information derived from the reference checks.

This Request for Offers does not obligate the state to award a work order or complete the assignment, and the state reserves the right to cancel the solicitation if it is considered to be in its best interest. The Organization reserves the right to reject any and all proposals.

Submission Format

The proposal should be assembled as follows:

1. **Cover Page**
   Master Contractor Name
   Master Contractor Address
   Contact Name for Master Contractor
   Contact Name's direct phone/cell phone (if applicable)
   Contact Name's email address
   Resource (Consultant's) Name being submitted

2. **Overall Experience**

   A. **Mandatory Qualifications.** Responder should establish that the proposed resource meets the mandatory qualifications under this RFO by attaching a resume identifying the companies and contacts where the resource has demonstrated the mandatory qualifications. If pass/fail requirements are not met, the State will discontinue further scoring of the proposal. Proposals where the resource meets the Mandatory Qualifications will be scored in part on the extent to which the resource exceeds the mandatory minimums.

   B. **Desired Skills.** Responders should demonstrate the length, depth, and applicability of the proposed resource's prior experience pertaining to the Desired Skills. This component of the proposal must document the previous experiences that demonstrate that the proposed resource has any or all of the desired skills. Responders should attach a resume identifying the desired skills, including companies and contacts where the proposed resource has demonstrated the desired skills described in this RFO.

   C. **References.** Responders should also include the names of three references who can speak to the proposed resource's work on a similar project. Responders must include the company name and address, reference name, reference email, reference phone number and a brief description of the project that the resource completed.

3. **Cost Proposal.**
   Include a Cost Proposal which includes the name of the resource being submitted and their proposed hourly rate. **THE COST PROPOSAL MUST BE SUBMITTED AS A SEPARATE DOCUMENT FROM THE OTHER COMPONENTS OF THE PROPOSAL, AND NOT INCLUDED IN ANY OTHER PLACE IN THE SUBMISSION.**

4. **Conflict of interest statement as it relates to this project.**

5. **Additional Statement and forms.** Responders must complete and submit the following forms, if applicable, in response to this RFO:

   A. Affirmative Action Certificate of Compliance (if over $100,000, including extension options)
      http://www.mmd.admin.state.mn.us/doc/affaction.doc

B. Equal Pay Certificate Form (if proposals exceeds $500,000, including extension options)
http://www.mmd.admin.state.mn.us/doc/equalpaycertificate.doc

C. Affidavit of non-collusion
http://www.mmd.admin.state.mn.us/doc/noncollusion-2.doc

D. Certification Regarding Lobbying (if over $100,000, including extension options)
http://www.mmd.admin.state.mn.us/doc/lobbying.doc

The STATE reserves the right to determine if further information is needed to better understand the information presented. This may include a request for a presentation.

Proposal Submission Instructions

- **Vendor is limited to submission of 1 proposed resource in response to this Request for Offers.**

- Responses must be submitted via e-mail to:

  Robin Wegener, Contract Manager, MN.IT Central
  Robin.Wegener@state.mn.us

  Email subject line must read: QA Automation RFO Response

- Submissions are due according to the Process Schedule previously listed.

- **A copy of the response must also be sent to MNIT.SITE@state.mn.us for vendor performance tracking.**

- **You must submit an email with your response or email notification that you will not respond to MNIT.SITE@state.mn.us. Failure to do either of these tasks will count against your program activity and may result in removal from the program.**

General Requirements

Proposal Contents

By submission of a proposal, Responder warrants that the information provided is true, correct and reliable for purposes of evaluation for potential award of this work order. The submission of inaccurate or misleading information may be grounds for disqualification from the award as well as subject the responder to suspension or debarment proceedings as well as other remedies available by law.

Liability/Indemnification

In the performance of this Contract by Contractor, or Contractor's agents or employees, the Contractor must indemnify, save, and hold harmless the State, its agents, and its employees, from any claims or causes of action, including attorney's fees incurred by the State, to the extent caused by the Contractor's:

- Intentional, willful, or negligent acts or omissions; or
- Actions that give rise to strict liability; or
- Breach of contract or warranty.

The indemnifications obligations of this section do not apply in the event the claim or cause of action is the result of the State's sole negligence. This clause will not be construed to bar any legal remedies the Contractor may have for the State's failure to fulfill its obligation under this Contract.

Disposition of Responses

All materials submitted in response to this RFO will become property of the State and will become public record in accordance with Minnesota Statutes, section 13.591, after the evaluation process is completed. Pursuant to the statute, completion of the evaluation process occurs when the government entity has completed negotiating the contract with the selected vendor. If the Responder submits information in response to this RFO that it believes to be trade secret materials, as defined by the Minnesota Government Data Practices Act, Minn. Stat. § 13.37, the Responder must: clearly mark all trade secret materials in its response at the time the response is submitted, include a statement with its response justifying the trade secret designation for each item, and defend any action seeking release of the materials it believes to be trade secret, and indemnify and hold harmless the State, its agents and employees, from any judgments or damages awarded against the State in favor of the party requesting the materials, and any and all costs connected with that defense. This indemnification survives the State's award of a contract. In submitting a response to this RFO, the Responder agrees that this indemnification survives as long as the trade secret materials are in possession of the State.

The State will not consider the prices submitted by the Responder to be proprietary or trade secret materials.

Conflicts of Interest

Responder must provide a list of all entities with which it has relationships that create, or appear to create, a conflict of interest with the work that is contemplated in this request for proposals. The list should indicate the name of the entity, the relationship, and a discussion of the conflict.

The responder warrants that, to the best of its knowledge and belief, and except as otherwise disclosed, there are no relevant facts or circumstances which could give rise to organizational conflicts of interest. An organizational conflict of interest exists when, because of existing or planned activities or because of relationships with other persons, a vendor is unable or potentially unable to render impartial assistance or advice to the State, or the vendor's objectivity in performing the contract work is or might be otherwise impaired, or the vendor has an unfair competitive advantage. The responder agrees that, if after award, an organizational conflict of interest is discovered, an immediate and full disclosure in writing must be made to the Assistant Director of the Department of Administration's Materials Management Division ("MMD") which must include a description of the action which the contractor has taken or proposes to take to avoid or mitigate such conflicts. If an organization conflict of interest is determined to exist, the State may, at its discretion, cancel the contract. In the event the responder was aware of an organizational conflict of interest prior to the award of the contract and did not disclose the conflict to MMD, the State may terminate the contract for default. The provisions of this clause must be included in all subcontracts for work to be performed similar to the service provided by the prime contractor, and the terms "contract," "contractor," and "contracting officer" modified appropriately to preserve the State's rights.

IT Accessibility Standards

All documents and other work products delivered by the vendor must be accessible in order to conform with the State Accessibility Standard. Information about the Standard can be found at: http://mn.gov/oet/programs/policies/accessibility/.

Preference to Targeted Group and Economically Disadvantaged Business and Individuals

In accordance with Minnesota Rules, part 1230.1810, subpart B and Minnesota Rules, part 1230.1830, certified Targeted Group Businesses and individuals submitting proposals as prime contractors will receive a six percent preference in the evaluation of their proposal, and certified Economically Disadvantaged Businesses and individuals submitting proposals as prime contractors will receive a six percent preference in the evaluation of their proposal. Eligible TG businesses must be currently certified by the Materials Management Division prior to the solicitation opening date and time. For information regarding certification, contact the Materials Management Helpline at 651.296.2600, or you may reach the Helpline by email at mmdhelp.line@state.mn.us. For TTY/TDD communications, contact the Helpline through the Minnesota Relay Services at 1.800.627.3529.

Veteran-Owned Preference

Unless a greater preference is applicable and allowed by law, in accordance with Minn. Stat. § 16C.16, subd. 6a, the Commissioner of Administration will award a 6% preference in the amount bid on state procurement to certified small businesses that are majority owned and operated by veterans.

A small business qualifies for the veteran-owned preference when it meets one of the following requirements.   1) The business has been certified by the Department of Administration/Materials Management Division as being a veteran-owned or service-disabled veteran-owned small business. 2) The principal place of business is in Minnesota AND the United States Department of Veterans Affairs verifies the business as being a veteran-owned or service-disabled veteran-owned small business under Public Law 109-461 and Code of Federal Regulations, title 38, part 74 (Supported By Documentation). See Minn. Stat. § 16C.19(d).

Statutory requirements and certification must be met by the solicitation response due date and time to be awarded the preference.

Work Force Certification

For all contracts estimated to be in excess of $100,000, responders are required to complete the Affirmative Action Certificate of Compliance and return it with the response. As required by Minnesota Rule 5000.3600, "It is hereby agreed between the parties that Minnesota Statute § 363A.36 and Minnesota Rule 5000.3400 - 5000.3600 are incorporated into any contract between these parties based upon this specification or any modification of it. A copy of Minnesota Statute § 363A.36 and Minnesota Rule 5000.3400 - 5000.3600 are available upon request from the contracting agency."

Equal Pay Certification

If the Response to this solicitation could be in excess of $500,000, the Responder must obtain an Equal Pay Certificate from the Minnesota Department of Human Rights (MDHR) or claim an exemption prior to contract execution. A responder is exempt if it has not employed more than 40 full-time employees on any single working day in one state during the previous 12 months. Please contact MDHR with questions at: 651-539-1095 (metro), 1-800-657-3704 (toll free), 711 or 1-800-627-3529 (MN Relay) or at compliance.MDHR@state.mn.us.